

*AR 55-70
*NAVCOMPTINST 7700.6A
*MCO 4600.20A

ARMY REGULATION
No. 55-70
NAVCOMPT INSTRUCTION
No. 7700.6A
MARINE CORPS ORDER
No. 4600.20A

DEPARTMENTS OF THE ARMY
AND THE NAVY
WASHINGTON, DC, 28 April 1972

TRANSPORTATION AND TRAVEL
STATISTICAL PROCESSING OF US GOVERNMENT
TRANSPORTATION REQUESTS
(Reports Control Symbol MTMTS-17)

This is a complete revision of AR 55-70 and changes are made throughout which include change in sample selection, additional codes for prisoners and human remains, seven new mode codes, deletion of route order identifier except when move is made under PSRO, changes in the State codes, and deletion of carrier code appendixes. Local supplementation of this regulation is prohibited, except upon approval of Military Traffic Management and Terminal Service, ATTN: MTMTS-FMP-S.

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*This regulation supersedes AR 55-70/NAVCOMPTINST 7700.6/MCO 4600.20, 21 February 1966, including all changes.
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CHAPTER 1

GENERAL

1-1. Purpose. a. This regulation prescribes uniform procedures for collecting Department of Defense (DOD) passenger statistics related to Government Transportation Requests (TR) travel within the continental United States (CONUS). TR's for travel to,

from, and between Alaska/Hawaii will be excluded from this report. This regulation is an implementation of DOD Directive 5160.53, subject: Single Manager Assignments for Military Traffic Land Transportation, and Common-user Ocean Terminals, 24 March 1967.

b. The data derived from processing the TR will provide the following:

(1) Volume trend in terms of number of TR's, number of passengers, and charges by DOD component, mode, type of service and type of rate, type of travel, and category of traveler.

(2) Traffic patterns (origin and destination cities and States).

(3) Supporting data necessary for efficient traffic management, rate adjustment, budget support, emergency planning, litigation, and legislation.

(4) Source data for official reports of the Military Traffic Management and Terminal Service (MTMTS) to Office of the Secretary of the Army and Office of the Secretary of Defense (RCS DD-I&L(Q) 493 or amendments thereto).

1-2. Scope. a. This regulation applies to--

(1) The US Army Finance Center for Department of the Army, Department of Air Force, Defense Supply Agency (DSA), Office of the Secretary of Defense (OSD and OASD), and other DOD travel.

(2) US Navy Regional finance Center for Department of the Navy travel.

(3) Commanding General, Marine Corps Supply Center (Code A470), Albany, Georgia 31704 for Marine Corps travel.

b. This regulation does not include procedures for internal document receipt control and processing by the military departments. Because of the varying operational requirements such procedures will remain the individual responsibility of each department. However, it is important that the established procedures result in timely accurate reporting and provide a rapid means of reference to any specific TR which may be questioned.

1-3. Source of data. a. The source document for passenger statistics is the original Government Transportation Request (SF 1169) when it is processed for payment of transportation charges to commercial carriers by the appropriate finance center.

b. TR's issued to complete supplemental billings or for purposes other than travel of persons will be excluded from the statistical processing.

c. "Statistical processing" as used herein relates to those functions required for collecting and preparing the source data for the development of statistical reports by MTMTS.

d. In accordance with correspondence between MTMTS and the appropriate finance center for each military service, uniform procedures, codes, and definitions prescribed herein will be used.

CHAPTER 2 REPORTING

2-1. Report month. The report month will be from mid-month to mid-month; i.e., TR's processed from 16 July through 15 August will be recorded for report month August; 16 August through 15 September for report month September. See paragraph 2-2 for specimen reporting schedule established for a fiscal year.

2-2. Reporting schedule.

processed	Date of	Period in which	TR's
Report month	transmission		
16 Jun-15 Jul	July	29 Jul	
16 Jul-15 Aug	August	27 Aug	
16 Aug-15 Sep	September	29 Sep	
16 Sep-15 Oct	October	29 Oct	
16 Oct-15 Nov	November	29 Nov	
16 Nov-15 Dec	December	29 Dec	
16 Dec-15 Jan	January	28 Jan	
16 Jan-15 Feb	February	28 Feb	
16 Feb-15 Mar	March	29 Mar	
16 Mar-15 Apr	April	29 Apr	
16 Apr-15 May	May	27 May	16 May-
15 Jun	June	29 Jun	

2-3. Frequency. Transmission will be monthly at the close of business 10 workdays after end of report month.

2-4. Reporting medium. Data will be submitted on punched cards or magnetic tape supplemented by a listing. Magnetic tape (presently submitted by Navy Regional Finance Center only) will be nonlabeled 9-track, 80-character unblocked records. The listing will contain control totals to assure complete receipt of records. The full format of the record will be printed to assure access to information when repunching is required or when tracing to

source document is needed. Listing will be in sequence by TR number within mode with totals on record count, number of passengers, and number of dollars for each mode and all modes combined.

2-5. Mailing instructions. a. Forward transmittal listings and all correspondence pertaining to this regulation or transmission of data to--

Commander
Military Traffic Management and Terminal
Service
ATTN: MTMTS-FMP-S
Washington, DC 20315

b. Forward punched cards or magnetic tapes to--

Commander
Military Traffic Management and Terminal
Service
ATTN: MTMTS-SVA
Room B12, Computer Input to 321010
Washington, DC 20315

2-6. Sampling instructions. a. A 100 percent selection will be made on the following:

- (1) Special Section 22 (rail and bus).
- (2) Charter air taxi.
- (3) Commuter airlines.
- (4) Special fares.
- (5) Bulk ticket purchase.
- (6) Movements accomplished under Passenger Standing Route Order (PSRO).
- (7) Human remains.
- (8) Prisoners.

b. A 10 percent sample selection will be made on all other TR's. Select TR's with terminal digit 7.

CHAPTER 3 **CODING AND PUNCHING INSTRUCTIONS**

3-1. Card format. Information to be extracted from the TR will be recorded in the order shown in figure 1.

3-2. Document processing. a. Transcript forms used to provide information to the key punch operators will be designed to permit recording of MTMTS-required data in addition to that required for the internal use of the services.

b. All information pertinent to a single TR will be entered on one line of the transcript form and punched into one card.

c. The following information will be coded on the transcript form and punched into cards according to the following instructions:

Card
columns Type of information and instructions
1 PREPARING OFFICE. Enter the appropriate code for the disbursing office processing the TR.

	Codes	Disbursing office
1	US Army Finance Center,	
	Indianapolis, Ind	
6	U.S. Navy Regional Finance Center,	
	Washington, D.C.	
8	Marine Corps Supply Center (Code	
	A470), Albany, Ga.	

2 DOD COMPONENT. Travel will be classified by DOD component according to the fiscal code or military designator code (MDC) cited in the appropriation. Select appropriate code from the following:

	Codes	DOD component	Fiscal code
A	Department of the Army	21 or MDC	
F	Department of the Air	57 Force	
M	United States Marine	17 (Symbol 27)	
	Corps		
N	Department of the	17	Navy
S	Defense Supply Agency	97	
X	Other DOD	97	
9	Mixed appropriations		
	(More than one	DOD component)	

3 TYPE OF TRAVEL. Indicated on TR as the authority for travel at Government expense.

Codes	Type of travel
1	Permanent change of station.
2	Temporary duty.
3	Dependent travel.
4	Other (Use with category of traveler

8 (Human Remains)
4 CATEGORY OF TRAVELER. Travelers will be classified as defined below:

Codes	Categories
1	a. Military
	(1) Members is regular and reserve active service, cadets, and members of the Coast Guard during emergency conditions when that activity is under jurisdiction of the Department of the Navy.
	(2) Patients.
	(3) Foreign military.
2	b. Recruit, Inductee, and/or Enlistee.

Persons traveling while in the process of induction or enlistment in military service. TRs may be issued by local transportation officers from main recruiting stations, training divisions, or other place to which ordered.

3 c. Military with Dependents.
When one TR is issued for concurrent travel for military with dependents.

6 d. Prisoners.
Prisoners under guard.

7 e. Civilian.
(1) Civilian Employees. Nonmilitary personnel (including dependents whether traveling concurrently or nonconcurrently) whose travel is paid by the DOD.

(2) Dependents of Military. The wife, children, other relatives or charges of the military when traveling nonconcurrently from member sponsoring the travel.

(3) Foreign Travels. Civilian nationals.

(4) Other. Other civilian passengers no specifically named above.

8 f. Human Remains.
Deceased military or civilian personnel to be transported at Government expense.

5-6 CLASS OF TRAVEL.

Mode, Type of Service, and Type of Rate. The appropriate code will be determined from data entered on the TR in accordance with instructions in the Military Traffic Management Regulation (AR 55-355/NAVSUP Pub 444 (REV.)/AFM 75-2/MCO P4600.14A/DSAR 4500.3), paragraphs 309027e and f. Apply the definitions shown below when selecting codes.

Card columns Codes Type of information and instructions

11 Rail, Regular, 1st Class Including Pullman: Service providing Pullman accommodations of all types at established commercial rates or charges and purchased under the discount authorized in the Joint Military Passenger Agreement (Rail).

12 Rail, Regular Coach: Coach facilities with limited or no accommodations. Intermediate class rail service at established commercial rates or charges and purchased under the discount authorized in the Joint Military Passenger Agreement (Rail).

13 Rail, Special Section 22, 1st Class Including Pullman: Rail 1st Class when charges are based on a group or other than a per capita basis, or when charges for line-haul transportation, accommodations, switching and/or other services are quoted as a single lump sum cost; established at commercial rates or charges and purchased under the discount authorized in the Joint Military Passenger Agreement (Rail); purchased at special rates established in accordance with Section 22 of the Interstate Commerce Act. (Section 22 annotation appears after "Via" on the TR.)

14 Rail, Special Section 22, Coach: Rail carrier service at special rates established in accordance with Section 22 of the Interstate Commerce Act. Rail 1st Class or coach when charges are based on a group or other than a per capita basis, or when charges for line-haul transportation, accommodations, switching, and/or other services are quoted as a single lump sum cost; established at commercial rates or charges, purchased under the discount authorized in the Joint Military Passenger Agreement (Rail). This category will not include movements for which charges are based solely on the Joint Military Passenger Agreement annual discount agreements. (Section 22 annotation appears after "Via" on the TR.)

15 Rail, Bulk Ticket Purchase: Procurement of a number of tickets (5 or more) between the same pair of points for use within a 60-day period.

18 Rail, Special Fare: Transportation purchased from rail carriers at special fares established in accordance with published tariffs. This category has limitations and restrictions as to its use. (Annotated after "Via" on the TR; e.g., military recruit, excursion, youth, military group, Rule 210 fares.)

Card columns Codes Type of information and instructions

21 Air, Regular, 1st Class: Airline premium service at established commercial rates or charges.

22 Air, Regular, Coach: Service in coach facilities with limited or no accommodations, inclusive of tourist class facilities, at established commercial rates or charges.

23 Air, Charter: Purchased under the Joint Military Air Transportation Agreement at established commercial rates or charges.

24 Air, Regular, Mixed 1st Class and Coach: Service when portion of trip is 1st class, other portion(s) coach, tourist, or other than 1st class at established commercial rates or charges.

25 Air, Bulk Ticket Purchase: Procurement of a number of tickets (5 or more) between the same pair of points for use within a 60-day period.

26 Air, Charter Taxi: Procurement of air transportation by small aircraft on the basis of exclusive use by procuring the service of all available seats in the aircraft.

27 Air, Commuter: Regularly scheduled air transportation at per capita fares in interstate or intrastate service on carriers other than the certificated trunk and regional airlines (members of the Air Traffic Conference of America).

28 Air, Special Fares: Transportation purchased from air carriers at special fares established in accordance with published tariffs. This category has limitations and restrictions as to its use. (Annotated after "Via" on the TR; e.g., military recruit, excursion, youth, military group, Rule 210 fares.)

41 Bus, Regular: Purchased under the discount authorized in the Joint Bus Agreement at established commercial rates or charges.

42 Bus, Charter: Purchased from motor carriers at special rates established in accordance with Section 22 of the Interstate Commerce Act. This category will not include movements for which charges are based solely on the Joint Military Passenger Agreement annual discount agreements.

43 Bus, Special Section 22: Bus travel when charges are based on a group or other than a per capita basis, or when charges for line-haul transportation, accommodations, switching, and/or other services are quoted as a single lump sum cost.

45 Bus, Bulk Ticket Purchase: Procurement of a number of tickets (5 or more) between the same pair of points for use within a 60-day period.

Card columns Type of information and instructions

7 SAMPLE PERCENTAGE.

MTMTS Codes: 1 = 100%

0 = 10%

8-11 NUMBER OF PASSENGERS. Precede with zero(s) to complete the field. Do not process TR's when the number of passengers is not shown.

12-16 TRANSPORTATION CHARGES (DOLLARS). Transportation charges will not include service or accommodation charges unless the amounts of these charges are not separately identified. Transportation charges will be rounded to dollars; that is, strike out 0-49 cents; consider 50-99 cents as a whole dollar and increase the dollar figure by one. Example \$153.59 will be recorded as \$154; \$153.49 will be recorded as \$153. Precede with zero(s) to complete the field.

17-21 ACCOMMODATION CHARGES (DOLLARS). All charges other than the actual fare are to be considered accommodation charges; e.g., charges for excess baggage, switching, parlor car chairs, and sleeping accommodations. Round these charges to dollars as described for transportation charges. Precede with zero(s) to complete the field.

22-23 ORIGIN STATE (CONUS). Enter the two digit numeric State code. See appendix A for code.

24-29 ORIGIN CITY. The following instructions will be uniformly and systematically applied by all coding personnel:

a. Single Name Cities.

(1) Slash or underscore the six letters to be punched as PITTSB for PITTSBURGH, WHEELI for WHEELING, or CHICAG for CHICAGO.

(2) Use all letters of single name cities of six or less letters as WARREN, AKRON, NEBO, OR TUCSON. If less than six letters do not add additional characters.

b. Multiple Name Cities.

(1) Use the first three letters of each word in double word names as KEYWES for KEY WEST, KANCIT for KANSAS CITY, or WALWAL for WALLA WALLA.

(2) Use the first three letters of the first two words in triple and quadruple word names as THIRIV for THIEF RIVER FALLS, STOPOI for STONY POINT PARK, or SUGCRE for SUGAR CREEK BRANCH JUNCTION.

c. Military Installation Names.

(1) Use the surname only of military installations as MEADE for Fort Geo G. Meade or SAWYER for K.I. Sawyer Air Force Base.

(2) Use the second name for places containing two surnames as GEBEUR for Richards-Gebaur AFB or MONTHA for Davis-Monahan AFB.

(3) Since the origin city field is limited to six characters, omit symbols indicating the type of military installation as AFB, NAS, or camp.

d. Abbreviations.

(1) Use the letters "N," "S," "E," or "W," for city names containing "North," "South," "East," or "West" indicating direction; i.e., ECHICA for EAST CHICAGO, SBOSTO for SOUTH BOSTON, or ESTLOU for EAST SAINT LOUIS.

(2) When city names contain "North," "South," "East," or "West" not indicating direction in a two or three word name, code the first three letters of the first two words; i.e., KEYWES for KEY WEST or SOUBEN for SOUTH BEND.

(3) For multiple name places which contain words as "Camp," "Fort," "Point," "Mount," "Mountain," or "Saint," enter as CPSPRI for CAMP SPRINGS, FT WORT for FORT WORTH, PTBARR for POINT BARROW, PTCHIC for PORT CHICAGO, MTRAIN for MOUNT RAINIER, or STLOUI for SAINT LOUIS. Note that the words "Camp" and "Fort" in this case do not indicate that name is that of a military installation.

(4) When city names contain the words "Camp" or "Point" as the second word in a two or three word name, code the first three letters of the first two words as WESPOI for WEST POINT, VALCAM for VALLEY CAMP, or CHEPOI for CHERRY POINT.

(5) If an abbreviation is shown as SF, STL, NO, or BKLYN write as SANFRA, STLOU, NEWORL, or BROOKL.

e. Similar City Names

(1) Use the instructions in (2) and (3) below only if the use of the first six letters would duplicate a city in the same State.

(2) Use the first five letters and the last letter of names containing in excess of six letters when the use of six does not uniquely distinguish between names as COLUMNS for COLUMBUS or COLUMA for COLUMBIA.

(3) When the first six letters do not uniquely distinguish between city names ending in SON, VILLE, OR BURG use the first three letters of the first and last syllables as JACSON for JACKSON, JACVIL for JACKSONVILLE, JEFSON for JEFFERSON, JEFVIL for JEFFERSONVILLE, HARSON for HARRISON, HARVIL for HARRISVILLE, or HARBUR for HARRISBURG.

Card columns Type of information and instructions

30-31 DESTINATION STATE (CONUS). Enter the two digit numeric State code. See appendix for codes.

32-37 DESTINATION CITY. Follow the same instructions as indicated for origin city.

38 TYPE OF TRIP. Enter appropriate code from information on TR.

Codes Type trip

1 One-way trip

2 Round trip

39-48 TR NUMBER. The Army Finance Center will punch numeric prefix in columns 39-40 and the serial number in columns 41-48. Navy Finance Center and Marine Corps Supply Center (A470) will punch alpha prefix in column 39 and the serial number in columns 40-48. Serial number will be preceded with zero(s) to complete the field.

49 PASSENGER STANDING ROUTE ORDER (PSRO) IDENTIFIED. Enter "7" to indicate that PSRO was used. Enter "9" on all other moves.

50-53 ORIGIN CARRIER. Enter appropriate carrier code for the method used. Rail carrier codes are 2, 3, or 4 alpha positions. Punch from left to right and do

not add additional characters if code is less than four positions. Air carrier codes are 4 numeric positions in the 7000 series. Bus carrier codes are 4 numeric positions in the 1000 series. If carrier shown on TR is listed, enter miscellaneous code ZZ for rail carriers, 7999 for air carriers, and 1999 for bus carriers. Carrier codes will be published and forwarded separately.

54-59 ISSUE DATE OF TR (YEAR, MONTH, AND DAY).

a. 54-55: Enter the last two digits of the calendar year in which TR was issued as 72 for 1972.

b. 56-57: Enter two digit code for month indicated on TR. Use 01 through 12 for January through December.

c. 58-59: Enter day of month indicated on TR. Precede single digit days with zero.

60-61 YEAR OF REPORT. Enter the last two digits of the calendar year of report month as 72 for 1972.

62-63 MONTH OF REPORT. Enter two digit code for the report month. Use 01 through 12 for January through December.

64-79 BLANK

80 CARD IDENTIFICATION. Enter code "P."

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1	00	Preparing Office	1	00	
2	00	DOD Component	2	00	
3	00	Type of Travel	3	00	
4	00	Category of Traveler	4	00	
5	00	Mode, Type of	5	00	
6	00	Service and Rate	6	00	
7	00	Sample Percentage	7	00	
8	00		8	00	
9	00	Number of Passengers	9	00	
10	00		10	00	
11	00	Transportation Charges (Dollars)	11	00	
12	00		12	00	
13	00		13	00	
14	00	Accommodation Charges (Dollars)	14	00	
15	00		15	00	
16	00		16	00	
17	00		17	00	
18	00	State (CONUS)	18	00	
19	00		19	00	
20	00	City	20	00	
21	00		21	00	
22	00	State (CONUS)	22	00	
23	00		23	00	
24	00	City	24	00	
25	00		25	00	
26	00	State (CONUS)	26	00	
27	00		27	00	
28	00	City	28	00	
29	00		29	00	
30	00	Type of Trip	30	00	
31	00		31	00	
32	00		32	00	
33	00	TR Number	33	00	
34	00		34	00	
35	00		35	00	
36	00		36	00	
37	00	PSRN Identifier	37	00	
38	00		38	00	
39	00	Origin Carrier	39	00	
40	00		40	00	
41	00	Year	41	00	
42	00	Month	42	00	
43	00	Day	43	00	
44	00		44	00	
45	00	Year of Report	45	00	
46	00	Month of Report	46	00	
47	00		47	00	
48	00		48	00	
49	00		49	00	
50	00		50	00	
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93	00		93	00	
94	00		94	00	
95	00		95	00	
96	00		96	00	
97	00		97	00	
98	00		98	00	
99	00		99	00	
100	00	Card Identification "pu"	100	00	

Figure 3-1. Format for passenger card "P".

APPENDIX

STATE CODES (CONUS)

Code	Name	22	Louisiana	39	Ohio
01	Alabama	23	Maine	40	Oklahoma
04	Arizona	24	Maryland	41	Oregon
05	Arkansas	25	Massachusetts	42	Pennsylvania
06	California	26	Michigan	44	Rhode Island
08	Colorado	27	Minnesota	45	South Carolina
09	Connecticut	28	Mississippi	46	South Dakota
10	Delaware	29	Missouri	47	Tennessee
11	District of Columbia	30	Montana	48	Texas
12	Florida	31	Nebraska	49	Utah
13	Georgia	32	Nevada	50	Vermont
16	Idaho	33	New Hampshire	51	Virginia
17	Illinois	34	New Jersey	52	Washington
18	Indiana	35	New Mexico	54	West Virginia
19	Iowa	36	New York	55	Wisconsin
20	Kansas	37	North Carolina	56	Wyoming
21	Kentucky	38	North Dakota		

The office of primary interest in this joint publication is the Military Traffic Management and Terminal Service. Users are invited to send comments and suggested improvements direct to Commander, Military Traffic Management and Terminal Service, ATTN: MTMTS-FMP-S, Washington, DC 20315. Army users will use DA Form 2028 (Recommended Changes to Publications).

By Order of the Secretary of the Army:

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